

**DEPARTMENT OF THE ARMY**  
Yuma Proving Ground, Arizona 85365-9498  
Directorate of Morale, Welfare and Recreation

STANDING OPERATING PROCEDURE

20 March 2006

**Internal Standing Operating Procedure**  
**SWIMMING POOL OPERATIONS**

1. **Purpose:** To establish policies, procedures and responsibilities for the operation and maintenance of the Yuma Proving Ground, Morale, Welfare, and Recreation (MWR) Swimming Pool.
2. **Scope:** This SOP is applicable to all authorized patrons of the swimming pool area and to all personnel responsible for the day to day operation, safety and maintenance of the swimming pool activity.
3. **References:**
  - a. AR 215-1 (28 June 2004), Chapter 6, 6-1 and 6-2
  - b. AR 215-1 (28 June 2004), Chapter 8, 8-23
4. **Mission:** To provide a well maintained YPG MWR swimming facility. Army swimming programs promote fitness and recreation. The swimming pool operation will present and maintain a safe environment for a variety of aquatic activities. The objective is to encourage and stimulate maximum participation in recreational, physical fitness and instructional swimming programs for all age groups.
5. **Eligibility:** In accordance with the above references, the use of the MWR swimming pool is restricted to the following authorized users:
  - a. All active duty military and their family members.
  - b. Retirees.
  - c. DA/DoD Civilians and YPG Civilian family members
  - d. YPG Contractors.
  - e. All other personnel must obtain permission from the Commander, USA Yuma Proving Ground, to patronize the swimming pool.

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f. Access will be on a first-come, first-served basis until the maximum capacity of 219 swimmers is reached. At that time a waiting list will be initiated IAW the patron priorities listed in AR 215-2.2.

6. **Hours of Operation:** The Swimming Pool is a seasonal facility with hours of operation divided between peak (Summer) and non-peak (Spring and Fall) periods. The Swimming Pool will open to the public on or about 29 April and close on or about 24 September. Hours may be adjusted depending on guard availability and or patronage support. Open swim operation hours will be as follows:

- a. 29 April-14 May: Saturdays, Sundays, and Holidays 1200-1800
- b. 15 May-29 May: Saturdays, Sundays and Holidays 1000-1800; Monday through Friday 1630-1900
- c. 30 May- 6 August: Saturdays 1030-1830, and Sundays 1100-1800. Holidays 1000-1800; Mondays, Wednesdays, Thursdays, and Fridays 1130-1900 and Tuesdays 1530-1900
- d. 7 August-20 August: Saturdays, Sundays and Holidays 1200-1800 and Monday through Friday 1630 – 1900.
- e. 21 August through 24 September: Saturdays, Sundays, and Holidays 1200-1800.

7. **User Fees:** Use of the swimming pool facilities will be IAW the fees listed in Appendix A (To be determined).

8. **Responsibilities:**

- a. The Chief, Recreation Division has the overall supervision of the program and activity.
- b. The Sports Programmer is responsible to the Chief, Recreation Division for the operation and maintenance of the swimming pool and to provide professional guidance, e.g., budget requirements, safety and work schedules, additional responsibilities include:
  - (1) Supervise the maintenance and operation of the swimming facility and immediate area (parking lot, front lawn, etc.).
  - (2) Be responsible for all personnel assigned to the swimming pool.
  - (3) Account for all income generated and oversee the preparation of all financial administrative reports IAW established SOPs.

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(4) Ensure that all pool safety and lifeguard regulations and policies are enforced by all assigned and volunteer personnel.

(5) Initiate, coordinate and operate all adult/community wide aquatic programs. Coordination will be made with the Youth Services Director for the initiation and operation of the Youth Learn to Swim and Youth Swim and Team programs. Prior coordination will be made with the YPG Community Sports Director for all new programs.

(6) Conduct an On Job Training and recurring training program.

d. Facility attendants will adhere to all regulations and SOPs governing the use of the Swimming Pool.

9. **Internal Controls:** IAW AR 11-2, all equipment, supplies and funds will be controlled, maintained and accounted for by the appropriate supervisory personnel. Suspected loss of any government asset will be reported immediately to the Security Police, ext. 2346, and then to the Chief, Recreation Division.

10. **General:** The following rules and regulations will apply to all patrons:

a. **AT NO TIME WILL PEOPLE SWIM IN THE POOL UNLESS LIFEGUARDS ARE PRESENT.**

b. Conduct in pool area will not jeopardize the safety of self or others.

c. Children 8 years of age and younger must be accompanied by a parent/legal guardian (sixteen years of age or older) at all times while in the pool area. Children under the age of eight will not be allowed in the pool area unless accompanied, even if the child is a swimmer.

d. Only non-swimmers will use the wading pool, eight years of age or less. They must be supervised directly or accompanied by a parent/legal guardian.

e. Babies and toddlers not “potty trained” must wear “lil swimmers” or other type of plastic or rubber pants while in the water at all times.

f. Patrons and employees are not to exercise any form of physical familiarity in or around pool area.

g. All personnel will shower prior to entering the swimming pool.

h. No pets are allowed in the facility.

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i. Personnel who behave improperly, impair others' from enjoying the pool area, or endanger themselves or others will be asked to leave the pool.

j. Only swim suits are to be worn in the pool. Cutoffs, underwear, thong bikinis, and T-shirts will not be worn in the pool. An exception may be made for drown-proofing classes only.

k. Shoes and street clothes will not be worn in the pool. Water shoes are acceptable, but should only be worn before getting into pool and are taken off after exiting the pool.

l. All personal radios/tape decks will be used only with headphones.

m. Babies and children are restricted from the main pool during instructional classes.

n. Food and drink are prohibited next to the pool.

o. Glassware is prohibited in all areas of the pool.

p. This is a non-alcoholic facility. All coolers, jugs, and cups are subject to a 100% search. The consumption of alcoholic beverages is prohibited in this facility. Swimming while intoxicated is prohibited. If alcohol is found, you'll be asked to leave immediately without refund.

q. Only U.S. Coast Guard approved flotation devices are authorized in the pool area for use by non-swimmers only. All other flotation devices, balls, Frisbees, etc. must be approved by the lifeguard on duty. During high use periods, throwing devices i.e. balls, Frisbees, are not authorized in the pool. Children wearing floatation devices obviously cannot swim and will need to be accompanied directly beside a parent or legal guardian.

r. Diving is prohibited from the sides of the pool. Flips are prohibited from the side of the pool. Throwing or pushing people into the pool is prohibited. Diving, flipping and hanging from the ladders is prohibited.

s. Running, pushing, spitting, dunking, riding on shoulders, and snapping of towels is prohibited.

t. Abuse of foul language will not be tolerated.

u. Carrying on conversations with the lifeguard on duty is prohibited.

v. Swimming with bandages, open sores, or communicable diseases is prohibited.

w. Break time is reserved for swimmers 18 years of age and older, parents or guardian

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with children, and changing of the guards.

x. Diving board rules

- (1) Only one person will be allowed on the board at any one time.
- (2) No double bouncing or vaulting for distance.
- (3) No sitting, laying, hanging, hand/or headstands from board.
- (4) No diving or jumping from the sides of board.
- (5) Person waiting to dive must wait at end of ladder with one foot on the ground until diver has left the board.
- (6) No goggles, masks, or playing catch while diving.
- (7) Non swimmers are prohibited from using the diving board.
- (8) Parents cannot wait in the water while their children go off the diving boards. It puts the 2 patrons and the 2 lifeguards on duty in jeopardy.

x. When the lap lane is being used patrons must enter and exit the pool on the opposite side.

z. Pool slide rules are listed on Appendix B

11. **Emergency Procedures:** In the event of a medical or swimming emergency the following procedures will apply.

- a. The lifeguard who sees the emergency will blow on her/his whistle three times to alert other staff members. She/he will then go to the aid of the distressed person.
- b. Immediately upon hearing the three whistle alert the other lifeguards will:
  - (1) Occupy the position the lifeguard held prior to leaving his/her post and take over the duties of the position.
  - (2) Control the crowd.
  - (3) Clear the pool and get all swimmers up against the fence and away from the distressed person.

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- (4) Assist in first aid or rescue activities.
- c. The lifeguard or attendant in the office will:
  - (1) Secure office area.
  - (2) Call an ambulance, 328-2911 or 328-2117, if necessary.
  - (3) Unlock the gate by the pump room and parking lot for ambulance attendants, if necessary.
- d. The senior staff member will:
  - (1) Assume immediate control of the situation.
  - (2) Make a full report through the Pool Manager and the Community Sports Director to the Chief, Morale, Welfare and Recreation (MWR) as soon as possible. A written Memorandum for Record (MFR) will be prepared NLT COB the following business day to include the following:
    - (a) Name, age, sponsor, phone number, of victim.
    - (b) Date and time of the accident.
    - (c) Location of the accident.
    - (d) First aid/rescue action initiated.
    - (e) Disposition of the victim. (Return to pool, ambulance called, etc.)
    - (f) Suspected cause of accident.
    - (g) Corrective action taken if applicable.

12. **Reservations:** Individuals/Units desiring to use the swimming pool for activities outside of the regular operational hours will be required to pay a facility usage fee. Payment will be in accordance with the fees listed on Appendix A. Payment will be made in advance. It is recommended that reservations be made no less than two weeks prior to any activity.

13. **Opening Procedures:** The following duties will be performed by the staff on duty prior to  
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opening the Swimming Pool.

- a. Visually inspect each area of the Pool.
- b. Police any debris in or around the Pool area check and empty skimmer baskets.
- c. Check and record PH and Chlorine levels.
- d. Straighten up all lounge chairs and tables.
- e. Check cleanliness of the bathrooms and changing areas.
- f. Remove pool covers if required.
- g. Skim tops of main and wading pools of debris.
- h. Pick up the change fund and sign DA Form 4082 from the Physical Fitness Center.
- i. Note any problems or discrepancies to the Community Sports Director.

14. **Closing Procedures:** The following duties will be performed by the staff on duty prior to securing the Swimming Pool at the close of business each day.

- a. Put pool covers on if required.
- b. Empty all trash cans into the Dumpster.
- c. Verify all money received, complete DA Form 4082, prepare the Daily Activity Report, and turn the money and change fund into the Physical Fitness Center.
- d. Visually inspect all areas of the Swimming Pool to ensure that all lights are off, doors are secured, and no fire or safety hazards exist.
- e. Return all equipment to the office or its storage area.
- f. Straighten up all lounge chairs and umbrella tables. Secure umbrellas if necessary.
- g. Check the cleanliness of the bathrooms and changing areas.

15. **Vomit/Fecal** incidents should be handled in a way that they are not drawn attention to or broadcast throughout the facility.

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- a. Inside pool: manage this type of incident by scooping debris out of pool with a net into a separate trashcan liner. Discreetly removing customers from incident area, notifying

manager of problem incase pool needs to be evacuated for a period of time to allow for proper water circulation, or additional chlorine.

- b. Inside locker rooms: incidents should be handled quickly and discreetly. Staff should wear rubber gloves and pick up any debris and place in its own trashcan liner. Area should be hosed down a disinfected before allowing patrons back into area.
- c. Incidents in either area need to be investigated as to why they happened, and also annotated in the daily log book, and a manager should be notified.

16. **Point of Contact:** Pool Manager, ext. 2209 or the Community Sports Director, ext. 2400.

GARRETT R. SMITH  
Chief, Morale, Welfare  
and Recreation

## **Appendix A**

### **Swimming Pool User Fees**

The following fees and charges will be assessed for use of the Swimming Pool:

- a. Individual:



	Active Duty/Family Member	All Others
(1) Seasonal Pass:	\$45.00	\$65.00
(2) Day use:	\$1.50	\$1.50
b. Family: (Immediate family only)		
(1) Seasonal Pass:	\$75.00	\$95.00
(2) Monthly Pass:	\$25.00	\$50.00
c. Student/TDY Pass (3 week)	\$15.00	N/A
d. Party Fee:		

**After hours:**

- (1) The first two hours: \$59.00
- (2) Each additional hour: \$19.00

**During hours:**

- (1) One to two hours: \$35.00
- (2) Each additional hour: \$10.00

There are party packages available. Please contact the pool manager for assistance and booking.

- e. American Red Cross “Learn to Swim” Classes \$21.00 each.

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## Appendix B

### Pool Slide Rules

1. AT NO TIME WILL SOMEONE ENTER SLIDE WITHOUT A GUARD PRESENT.
2. Only one person on the slide at a time.
3. The guard at the top of the slide will tell the next “slider” when to go.
4. At no time will a parent or guardian wait at the end of the slide for a child to come through the slide. This action would put the child, the parent and the guard staff in jeopardy.
5. The manufacturer says, no one weighing more than 275 pounds will utilize the slide.
6. You may only enter and go through the slide in a feet first position keeping legs crossed at the ankles and arms crossed at the chest.